ARKANSAS BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS
P.O. Box 3750
Little Rock, Arkansas 72203
www.state.ar.us/pels/
Phone (501) 682-2824

INSTRUCTIONS FOR COMPLETING LSIT APPLICATION

All applications will be returned immediately if these instructions are not followed exactly.

1. Application must be typed.

2. Enclose one recent photograph of yourself.

3. Ask your (3) references to complete the reference forms using a typewriter or use a ball-point pen or you can e-mail them the forms after completing the top portion (typing your name).

4. Complete the experience sheets fully – the Board is not familiar with your work, so your experience must by judged and evaluated on the information you furnish. Experience information must be detailed and complete.

5. FEES:
    Make check payable to: PE & PLS Fund.
    Registration: $25.00 (This fee must accompany the application)
    Exam Fee: $80.00 Examination fees may be submitted after you have been accepted into the examination. You will have 15 days to forward the fees to the Board.
    All payments are non-refundable, unless waived by Board action.

6. It is the responsibility of the applicant to forward all references and verification forms to the appropriate parties.   As soon as you are approved to take the exam, you will be notified.

7. Examinations are given in APRIL and OCTOBER:
    Applications to be considered for the APRIL exam must be in the Board's Office complete by FEBRUARY 1st. (This includes all three (3) references).
    Applications to be considered for the OCTOBER Exam must be in the Board's Office complete by AUGUST 1st. (This includes all three (3) references).

8. Street address is 410 West Third St. Ste. 110, Little Rock, AR 72201. Please give the delivery company our phone # 501-682-2824 in case of a new driver.

9. Please include any transcripts from educational institutions attended or correspondence courses taken.

IMPORTANT: If any information or reference sheets are received in this office after the deadline, they will be placed in your file and retained until the next testing date.